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DD/A WEEKLY REPORT

Week of 2-9 December 1977

I. Major Activities During the Past Week:

A. Support to ORD

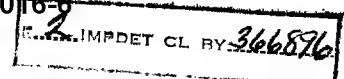


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B. Support to OP

1. (U) CAPER/OP - Record & control the applicant case processing activities of the Office of Personnel. The system requirements for Applicant Processing have been prepared for the customer's review. [REDACTED] 25X1A
2. (U) PERSIGN/MAINTENANCE - Integrated Personnel information system. We have completed production turnover of the Mini-GAP maintenance update system. [REDACTED] 25X1A
3. (U) PERSIGN - Integrated Personnel Information system. The PERSIGN analyst team had a productive week [REDACTED] 25X1A  
Identification of the specification tasks left to be done by the group was completed. Revised estimates for that work is being reviewed by the team management to determine the impact on the overall project schedule, if any. These revised estimates were needed to do manpower planning for the large programming and testing portions of the PERSIGN project which are just beginning. A new project schedule (and revised joint MBO) will be produced before the January MAP Meeting. [REDACTED] 25X1A

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C. Support to IPS

(U) IPSLOG - Information Privacy Staff Log. A new procedure to list Agency components with outstanding Information and Privacy Act action requirements was provided to the customer. [REDACTED]

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D. Support to ODP

(U) MODEL - Mathematical modeling, simulation and game theory. The analysis of the IBM random member generation (RANDU) has been completed. A summary will be provided for publication in the ODP Tech Notes. [REDACTED]

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E. Support to OTR

1. (U) PREVMAIN - A system for preventive maintenance for OTR. The trouble reported with the communications line [REDACTED] seems to have been corrected by the telephone company. The problem with the CAMEXEC menu reoccurred on 30 November. The Delta Data contractor, [REDACTED] has checked out the line between Headquarters and [REDACTED] and has checked out the terminal at [REDACTED]. One of the cards was found improperly secured in the terminal, but this cannot be directly linked to the problem. However, the CAMEXEC menu problem has not occurred since. User training for the system is scheduled for 6-7 December. [REDACTED]

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2. (U) TRAIN - Management of information on Agency sponsored training provided to staff Personnel. We have held several meetings with OTR to discuss the current ATR system and OTR's manual processing. We are now conducting an extensive study to produce a new ATR system which would satisfy the components requirements for information and planning, as well as provide the required input to the OTR system. [REDACTED]

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F. Support to OF

1. (U) CONIF - Management of information on Agency contract and interface problems. A meeting was held with the Office of Logistics to discuss problems found with the existing final payment procedures on a contract and with the security information maintained on a vendor.

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Both problems were identified by OF during acceptance testing. It was decided that OL will input the final payment authorization, thus allowing OF to enter the final invoice and settlement date for a contract. OL also agreed to input the secure name data to prevent the possibility of a security breach in mailing information to a contractor.

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2. (U) PAYROLL - The Agency Payroll System. OF has reviewed and accepted the legal requirements modifications to the PAYROLL system.

Meetings were held with representatives from Operations Division, Production Division, and the Office of Finance to review and discuss a proposed yearend schedule. The schedule included processing for W-2's, processing of W-2P's for annuitants and survivors, and yearend processing for the four week system. Everyone agreed to the schedules.

We met with Production Division to review the status of putting legal modifications into Production. We are on schedule.

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3. (U) GAS - General Accounting System. A total of eight hours was expended this past week-end by two GAS team members to correct a problem detected during the November month-end cut off. Quick response to the problem together with extra effort by Production Division prevented any extended delay in the cut off.

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#### G. Support to OS

(U) SANCA - Management of an index for name traces and leads to the SRD files. Documentation on SANCA continues. The target date is mid February. We are also in the process of reviewing follow up work on SANCA with the customer. This will be mutually agreed on and put into an MBO for the coming year.

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#### H. Support to OSO

(U) OSOPROD - Digital tape conditioning and conversion. SELECT, a special purpose plotting program provided by OWI, has been modified and is operational in support of OSO requirements. The new program will provide a much improved quality control mechanism for OSO production systems.

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I. Training During the Past Week:

1. A two-day course, GIM-II User Language, was presented to 14 students.
2. A four-day course, Intermediate VM, was presented to 10 students.
- 25X1A 3. [REDACTED] attended a one-day course, Measuring and Increasing User Satisfaction, presented by ISI.
- 25X1A 4. [REDACTED] attended a GIM-II User Group meeting on 7 December, hosted by the CIA.  
[REDACTED]

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Nothing to report on FOIA.

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